

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, July 1, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik, Duchac, Frohling, and Schmidt.

MEMBER EXCUSED: Greshay

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Brian Field, Highway Commissioner; Brenda Pieper, Correctional Officer; Alyssa Schultz, Division Manager-Human Services & Health

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present with the exception of Greshay who is excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None were heard.

Motion by Duchac to approve the minutes of the June 17, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt to approve the minutes. Motion carried. Frohling abstained.

The Committee reviewed the Personnel Requisitions. Rains explained that Patti Hilker, County Treasurer, made a request to increase the pay rate for two (2) Temporary Clerical positions from \$8.50 per hour to \$9.00 per hour. Rains stated her reasoning is that she is finding it hard to hire at the current rate of pay. Field made a request to the Committee that when a position for which a personnel requisition has been approved is filled by an internal candidate, he be allowed to fill any vacancies that result thereafter, with Mr. Mielke's approval. Field explained that the Committee had allowed him to do this in the past and it has worked well to fill internal positions quickly. Rains indicated that Mielke recommended approval of all Personnel Requisitions and the increase in wage for the Temporary Clerical positions in the Treasurer's Department.

Motion by Frohling to approve the Personnel Requisitions as presented, including the increase in wages for the two (2) Temporary Clerical positions and to allow Field to post positions internally as he has done in the past. Second by Duchac. Motion carried.

One (1) Utility II – Truck Driver F.T., Highway Department

One (1) Foreman F.T., Highway Department

Two (2) HS Supervisor–Child and Adolescent Services F.T., Human Services and Health Department

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One (1) Social Worker I, II, and Sr.–Child Protective Services F.T., Human Services and Health Department

Two (2) Temporary Clerical – LTE Part Time, Treasurer Department

Rains explained a request for a General Leave of Absence for an employee of the Jail. He explained that this employee requested time to care for a grandchild with a serious health condition. He further explained that grandchildren are not included in the definition of a family member under the FMLA. Pieper addressed the Committee and explained the reasons for this request and that she would like to substitute sick time for the days she requested. She answered questions from Committee members. Rains asked her if there was a reason why she needed to use sick time for these days rather than vacation. She indicated that Jail management staff told her she would need to use sick time and that was the reason for the request to substitute sick time. She indicated that she had vacation available and would use that instead of sick leave.

Motion by Schmidt to approve the leave as requested and to give Rains the authority to grant an extension through September 2, 2014, in the event that Pieper were to request an extension. Second by Frohling. Motion carried.

An unpaid General Leave of Absence for an employee of the Sheriff's Department, to care for a grandchild from 08-18-14 to 08-22-14. Will substitute vacation pay instead of sick pay.

Eske explained a request for a General Unpaid Leave of Absence for an employee of the Child Support Department. She explained that this employee has been on an extended leave of absence in which she has exhausted all of her 2014 FMLA and County Provided Unpaid Medical Leave. She explained that the employee is still unable to return to work. Eske explained that this employee is working with Leann Schultz, Insurance and Benefits Coordinator and the State of Wisconsin WRS for possible disability.

Rains next explained a request for an unpaid medical leave for an employee of the Highway Department. He explained that this employee is a seasonal employee and does not qualify under the FMLA. Rains indicated he has provided a medical certification.

Motion by Duchac to approve both leaves of absences as presented. Second by Schmidt. Motion carried.

An unpaid General Leave of Absence for an employee of the Child Support Department, for a medical leave of absence for self from 07-01-14 to 07-31-14.

An unpaid Medical Leave of Absence for an employee of the Highway Department for a medical leave of absence for self from 06-10-14 to 06-23-14.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Rains indicated that since he was on vacation last week he did not have a chance to work on the changes to Policy 116 – Length of Service, and would need additional time. Rains and Mielke answered questions from the Committee regarding unpaid time and pro-ration of benefits. Rains indicated this would be added to a future agenda.

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Rains informed the Committee that he received seven (7) RFP responses for Insurance Consulting Services. He informed the Committee that according to the RFP document, this is the meeting in which these responses will be opened and names of the companies who responded will be announced. He indicated that the Health Insurance RFP Review Committee will discuss the RFP's on July 15, 2014. Rains opened the proposals and read the names of the respondents in random order as follows:

1. Richards Insurance
2. StoneZephyr, LLC.
3. Foster & Foster Actuaries and Consultants
4. Hayes Companies of Wisconsin
5. Associated Financial Group
6. Ansay & Associates
7. The Horton Group

Rains indicated that the sub-Committee will be discussing the Technical proposals without reviewing the cost proposals and that the proposals will not be made public until all terms have been negotiated. Rains indicated he will give copies of the technical proposals to the members of the sub-Committee and asked them to contact him if they had any questions as they were reviewing the proposals. Rains was asked to compile a document that would facilitate review and comparative rating of the RFP's.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: None. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Michael R. Bernhard, County Patrolman, Highway Department at \$19.28, Pay Grade DC04, Step S07A effective 06-11-14. STEP INCREASE: Sandra D. Bird, Judicial Assistant, Circuit Court Department at \$19.52, Pay Grade DC04, Step S07B effective 05-27-14; Steven R. Seim, Court Commissioner, Circuit Court Department at \$34.96, Pay Grade DC13, Step ST02 effective 08-01-14; Dawn E. Luck, Deputy Clerk of Courts, Clerk of Courts Department at \$19.04, Pay Grade DC04, Step ST06 effective 08-15-14; Kathryn M. Zwieg, Administrative Secretary III, District Attorney Department at \$17.89, Pay Grade DC03, S09A effective 06-15-14; Shawn S. Grulke, Equipment Operator, Highway Department at \$22.04, Pay Grade DC05, Step S08A effective 08-08-14; Stacy L. Van Buren, Human Resources Assistant I, Human Resources Department at \$16.84, Pay Grade DC03, Step ST06 effective 06-19-14; Angela N. Zilliox, Human Resources Specialist, Human Resources Department at \$25.06, Pay Grade DC08, Step ST02 effective 07-07-14; Robert J. Bird, Conservation Agronomist, Land Conservation Department at \$26.96, Pay Grade DC06, Step S12B effective 08-21-14; Aaron E. Ellis, Director Communications/Support Services, Sheriff's Department – Communications Division at \$31.43, Pay Grade DC10, Step ST05 effective 08-01-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

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Committee Member Reports: Marsik indicated that he spoke with County Board Supervisor Janice Bobholz about her request to have this Committee re-visit a Nepotism/Fraternization Policy. He indicated that she wants to present something to this committee. Marsik stated that he also asked John Corey, Corporation Counsel, to look into possible liability issues and court cases related to not having such policy in place.

HR Director's Report:

- a) Disciplinary Actions: None to report.
- b) Grievances and Arbitrations: Rains informed the Committee that Eske is attempting to schedule two (2) grievances from the Sworn Union for the next meeting.

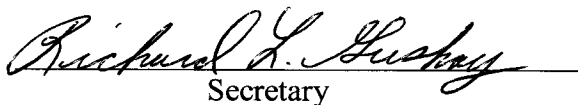
Future Agenda Items:

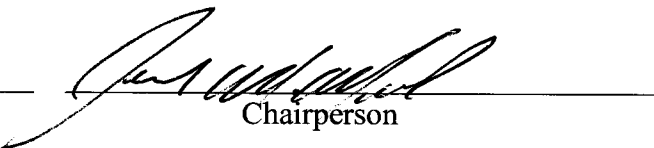
Discussion and consideration of Length of Service Policy.
Discussion regarding Nepotism/Fraternization Policy.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: **July 15, 2014 and August 5, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 9:55 a.m.


Secretary


Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.